

Job Code Catalog: Food-Farm

As of: 12/01/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFM010	Mgr, Food Svcs	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	J

Job Summary

Under direct supervision learns to prepare, heat and finish cooking food items and serve customers. Learns how to receive and disburse money in a food service establishment. Cleans work areas, equipment, utensils, dishes, and silverware.

Entry Qualifications

High school diploma or GED AND Two years of experience in the management of a food service operation, including responsibility for supervision, inventory distribution and control, cost management, food preparation, and sanitation OR Two years of experience at the lower level Food Svc Spec Spv (FFT013) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFM011	Mgr 2, Food Svcs	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	K

Job Summary

Under general supervision, prepares, heats and finishes cooking food items and serves customers, client and/or employees. May receive and disburse money in a food service establishment. Cleans work areas, equipment, utensils, dishes, and silverware.

Entry Qualifications

High school diploma or GED AND Three years of experience in the management of a food service operation, including responsibility for supervision, inventory distribution and control, cost management, food preparation, and sanitation OR Two years of experience at the lower level Mgr, Food Svcs (FFM010) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFM012	Sr Mgr, Food Svcs	Front Line Mgr	Senior Manager	Professionals	SWD	L

Job Summary

Under broad supervision, works in the preparation, cooking, serving and distribution of food to customers, clients and/or employees. Operates and maintains specialized food service equipment, and performs general facility and equipment sanitation maintenance in accordance with federal, state, and department guidelines. May serve as lead worker.

Entry Qualifications

High school diploma or GED AND Four years of experience in the management of a food service operation, including responsibility for supervision, inventory distribution and control, cost management, food preparation, and sanitation OR Two years of experience at the lower level Mgr 2, Food Svcs (FFM011) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFM013	Dir, Food Svcs	Mid Level Mgr	Director	Officials and Administrators	SWD	N

Job Summary

Supervises the cooking, preparation, serving, and storage of food. Makes food supply requisition, conducts facility and equipment sanitation and maintenance inspections. Monitors the quality of food service. Supervises and plans work of assigned staff.

Entry Qualifications

High school diploma or GED AND Five years of experience in the management of a food service operation, including responsibility for supervision, inventory distribution and control, cost management, food preparation, and sanitation OR Two years of experience at the lower level Sr Mgr, Food Svcs (FFM012) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFM020	Mgr, Farm Ops	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	J

Job Summary

Manages the statewide farm and livestock program. Manages resources to optimize productivity. Oversees the maintenance of equipment. Directs subordinate supervisors and staff.

Entry Qualifications

High school diploma or GED AND Two years of experience in the management of a farm operation.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFM021	Mgr 2, Farm Ops	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	K

Job Summary

Leads the statewide farm and livestock program. Manages resources to optimize productivity. Oversees the maintenance of equipment. Directs subordinate supervisors and staff. Will manage large numbers of agency staff or have large scope of responsibility within agency.

Entry Qualifications

High school diploma or GED AND Three years of experience in the management of a farm operation, including responsibility for supervision, inventory distribution and control, cost management OR One year of experience at the lower level Mgr, Farm Ops (FFM020) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFM022	Sr Mgr, Farm Ops	Front Line Mgr	Senior Manager	Professionals	SWD	L

Job Summary

Directs the statewide farm and livestock program. Manages resources to optimize productivity. Oversees the maintenance of equipment. Directs subordinate managers and staff.

Entry Qualifications

High school diploma or GED AND Four years of experience in the management of a farm operation, including responsibility for supervision, inventory distribution and control, cost management OR One year of experience at the lower level Mgr 2, Farm Ops (FFM021) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFM023	Dir, Farm Operations	Mid Level Mgr	Director	Officials and Administrators	SWD	N

Job Summary

Oversees the statewide farm and livestock program. Manages resources to optimize productivity. Oversees the maintenance of equipment. Provides leadership to subordinate managers and staff.

Entry Qualifications

High school diploma or GED AND Five years of experience in the management of a farm operation, including responsibility for supervision, inventory distribution and control, cost management OR One year of experience at the lower level Sr Mgr, Farm Ops (FFM022) or position equivalent

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFS010	Food Svc Worker 1	Support	Support/Labor	Service Maintenance	SWD	A

Job Summary

Under direct supervision learns to prepare, heat and finish cooking food items and serve customers. Learns how to receive and disburse money in a food service establishment. Cleans work areas, equipment, utensils, dishes, and silverware.

Entry Qualifications

High school diploma or GED.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFS011	Food Svc Worker 2	Support	Support/Labor	Service Maintenance	SWD	B

Job Summary

Prepares, heats and finishes cooking food items and serves customers, client and/or employees. May receive and disburse money in a food service establishment. Cleans work areas, equipment, utensils, dishes, and silverware.

Entry Qualifications

High school diploma or GED AND Six months of experience in the area of assignment.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFS012	Food Svc Worker 3	Support	Support/Labor	Service Maintenance	SWD	C

Job Summary

Works in the preparation, cooking, serving and distribution of food to customers, clients and/or employees. Operates and maintains specialized food service equipment, and performs general facility and equipment sanitation maintenance in accordance with federal, state, and department guidelines. Serves as lead worker.

Entry Qualifications

High school diploma or GED AND One year of experience in the area of assignment OR One year of experience at the lower level Food Svc Worker 2 (FFS011) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFS013	Food Svc Spv	Supervisor	Supervisor	Service Maintenance	SWD	D

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises the cooking, preparation, serving, and storage of food. Makes food supply requisition, conducts facility and equipment sanitation and maintenance inspections. Monitors the quality of food service. Supervises and plans work of assigned staff.

Entry Qualifications

High school diploma or GED AND Two years of experience in the area of assignment, One year of which was as a lead worker or supervisor OR One year of experience at the lower level Food Svc Worker 3 (FFS012) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFT010	Food Svc Spec 1	Technician	Technician/Uncertified	Service Maintenance	SWD	E

Job Summary

Under direct supervision learns to coordinates activities of an organization or department that serves food and beverages. Learns how to coordinates the preparation of food for institutions, schools, hospitals, lodges, or cafeterias.

Entry Qualifications

High school diploma or GED AND One year of experience in a food service operation in a capacity that involved formal supervision of workers OR One year of experience at the lower level Food Svc Spv (FFS013) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFT011	Food Svc Spec 2	Technician	Technician/Uncertified	Service Maintenance	SWD	G

Job Summary

Under general supervision, coordinates activities of an organization or department that serves food and beverages. Coordinates the preparation of food for institutions, schools, hospitals, lodges, or cafeterias.

Entry Qualifications

High school diploma or GED AND Two years of experience in a food service operation in a capacity that involved formal supervision of workers OR One year of experience at the lower level Food Svc Spec 1 (FFT010) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFT012	Food Svc Spec 3	Technician	Technician/Uncertified	Service Maintenance	SWD	I

Job Summary

Under broad supervision, plans, directs, or coordinates activities of an organization or department that serves food and beverages. Coordinates the preparation of food for institutions, schools, hospitals, lodges, or cafeterias. Ensures adequate inventory of food and related supplies. May serve as lead worker.

Entry Qualifications

High school diploma or GED AND Two years of supervisory experience in a food service operation at the level of a shift supervisor OR One year of experience at the lower level Food Svc Spec 2 (FFT011) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFT013	Food Svc Spec Spv	Supervisor	Supervisor	Service Maintenance	SWD	K

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Plans, directs, or coordinates activities of an organization or department that serves food and beverages. Coordinates the preparation of food for institutions, schools, hospitals, lodges, or cafeterias. Ensures adequate inventory of food and related supplies.

Entry Qualifications

High school diploma or GED AND Three years of supervisory experience in a food service operation at the level of a shift supervisor OR One year of experience at the lower level Food Svc Spec 3 (FFT012) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFT020	Plant Operator 1	Technician	Technician/Uncertified	Service Maintenance	SWD	E

Job Summary

Under direct supervision, operates/coordinates the processing of food. Performs boning, cutting, weighing and storing of meat, poultry, associated food items and canning activities.

Entry Qualifications

High school diploma or GED.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFT021	Plant Operator 2	Technician	Technician/Uncertified	Service Maintenance	SWD	F
Job Summary Under general supervision, operates/coordinates the processing of food. Performs boning, cutting, weighing and storing of meat, poultry, associated food items and canning activities.			Entry Qualifications High school diploma or GED AND Six months of experience in the area of assignment.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFT022	Plant Operator 3	Technician	Technician/Uncertified	Service Maintenance	SWD	G
Job Summary Under broad supervision, participate in the training of staff in various meat plant processing operations. Engaged in canning activities.			Entry Qualifications High school diploma or GED AND One year of experience in food and/or meat processing, canning, and directly related areas OR One year of experience at the lower level Plant Operator 2 (FFT021) or position equivalent.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFT023	Plant Operator 4	Supervisor	Supervisor	Service Maintenance	SWD	H
Job Summary Under limited supervision, participate in the training of staff in various meat plant processing operations. Engaged in canning activities. Serves as lead worker.			Entry Qualifications High school diploma or GED AND One year of supervisory experience in food and/or meat processing, canning, and directly related areas OR One year of experience at the lower level Plant Operator 3 (FFT022) or position equivalent.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFT024	Plant Operator Spv	Supervisor	Supervisor	Service Maintenance	SWD	I
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Manages operations associated with meat processing. Supervise the weighing and storing of meat, poultry, associated food items and canning activities. Oversees the receiving, processing, and shipping of various refrigerated food items.			Entry Qualifications High school diploma or GED AND Two years of supervisory experience in food and/or meat processing, canning, and directly related areas OR Two years of experience at the lower level Plant Operator 4 (FFT023) or position equivalent, including supervisory/lead worker responsibilities.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFT030	Farm and Livestock Spec 1	Technician	Technician/Uncertified	Service Maintenance	SWD	F
Job Summary Under direct supervision, assists in managing a farm and livestock operation. May supervise staff and inmates. Performs administrative duties and oversees land, equipment and vehicles.			Entry Qualifications High school diploma or GED AND Three years of experience in production activities for a farm or livestock operation.			

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFT031	Farm and Livestock Spec 2	Technician	Technician/Uncertified	Service Maintenance	SWD	G

Job Summary

Under general supervision, assists in managing a farm and livestock operation. Supervises staff and inmates. Performs administrative duties and oversees land, equipment and vehicles.

Entry Qualifications

High school diploma or GED AND Five years of experience in production activities for a farm or livestock operation OR Two years of experience at the lower level Farm and Livestock Spec 1 (FFT030) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFT032	Farm and Livestock Spec 3	Technician	Technician/Uncertified	Service Maintenance	SWD	H

Job Summary

Under broad supervision, assists in planning and directing the statewide agricultural program for the operations of state prison farms. May serve as lead worker.

Entry Qualifications

High school diploma or GED AND Six years of experience in production activities for a farm or livestock operation OR Two years of experience at the lower level Farm and Livestock Spec 2 (FFT031) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFT033	Farm & Livestock Spec Spv	Supervisor	Supervisor	Service Maintenance	SWD	I

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Plans, directs, and/or coordinates the statewide agricultural program for the operations of state prison farms.

Entry Qualifications

High school diploma or GED AND Eight years of experience in production activities for a farm or livestock operation OR Two years of experience at the lower level Farm and Livestock Spec 3 (FFT032) or position equivalent

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFT050	Banquet Svcs Spec 1	Technician	Technician/Uncertified	Service Maintenance	SWD	C

Job Summary

Under direct supervision, assists in arranging group meetings, parties, and conventions. Assist in banquet preparation, services, sales reservations, supplies and equipment inventories.

Entry Qualifications

High school diploma or GED AND Six months of experience in the management of a food service operation directing all facets of dining and banquet services.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFT051	Banquet Svcs Spec 2	Technician	Technician/Uncertified	Service Maintenance	SWD	D

Job Summary

Under general supervision, arranges group meetings, parties, and conventions. Oversees banquet preparation, services, sales reservations, supplies and equipment inventories.

Entry Qualifications

High school diploma or GED AND One year of experience in the management of a food service operation directing all facets of dining and banquet services.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFT052	Banquet Svcs Spec 3	Technician	Technician/Uncertified	Service Maintenance	SWD	E

Job Summary

Under broad supervision, arranges group meetings, parties, and conventions. Oversees banquet preparation, services, sales reservations, supplies and equipment inventories. May server as lead worker.

Entry Qualifications

High school diploma or GED AND Three years of experience in the management of a food service operation directing all facets of dining and banquet services OR Two years of experience at the lower level Banquet Svcs Spec 2 (FFT051) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FFT053	Banquet Svcs Spec Spv	Supervisor	Supervisor	Service Maintenance	SWD	F

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Coordinates the arrangement of group meetings, parties, and conventions. Oversees banquet preparation, services, sales reservations, supplies and equipment inventories.

Entry Qualifications

High school diploma or GED AND Five years of experience in the management of a food service operation directing all facets of dining and banquet services OR Two years of experience at the lower level Banquet Svcs Spec 3 (FFT052) or position equivalent.